

12 December 1983

MEMORANDUM FOR: OTE Unit Chiefs

FROM:

Executive Officer
Office of Training and Education

SUBJECT:

Request for List of Employees Authorized to Work
Hours Other than 0830 - 1700

1. It is requested that you provide this office with the names of your employees who have been given permission to work other than the normal 0830 - 1700 hours. This list should include the following:

- a) Name of employee
- b) Hours of work
- c) Name of person who gave the authorization

2. This list is required by COB 15 December 1983.